**SEYMOUR PUBLIC SCHOOLS**  
**REQUEST FOR A SCHOOL SPONSORED TRIP**  
Complete when you are visiting multiple destinations on the same trip

<table>
<thead>
<tr>
<th>Place #1</th>
<th>Place #2</th>
<th>Place #3*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Destination:</td>
<td>Name of Destination:</td>
<td>Name of Destination:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Description of Activities:</td>
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<tr>
<td>*Additional destinations should be listed on a separate piece of paper</td>
<td></td>
<td></td>
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</tbody>
</table>

Teacher(s): ____________________________  
Grade(s): ____________________________  
Class: ____________________________  

Date of Trip: ____________________________  
Day of Week: ____________________________  
Number of Students: ____________________________  
Transportation:  
- [ ] Bus  
- [ ] Other  
- [ ] # Required: ____________________________  
- [ ] Other  
Departure time: ____________________________  
Return time: ____________________________  
Number of Substitutes Required: ____________________________  
Number of Chaperones Required: ____________________________  
Chaperones: ____________________________  
- ____________________________  
- ____________________________  
- ____________________________  
- ____________________________  
- ____________________________  
- ____________________________  
Cell Phone Contact Name: ____________________________  
Cell Phone # ____________________________  
School Designee to Receive Emergency Phone Calls: ____________________________  
Total Cost to Budget: ____________________________  
Total Projected Expenses: ____________________________  
Total Cost to Each Student: ____________________________  

I approve the above described school sponsored trip: ____________________________  
Signature - Principal  
Date: ____________________________  

Signature - Director of Nutrition Services  
Date: ____________________________  

Signature - Superintendent of Schools  
Date: ____________________________
Describe the intended learning outcomes:

What pre-trip activities are planned:

What related follow-up activities will occur?